GRANTS FAQ

I noticed that your grant announcement states that the program is subject to 'funds availability'. I would like to know if funds are still available.

Since we have a limited amount of funding for grants, we are required to include this statement on the announcement. Once our grant funding runs out a notice is posted on the grant announcement that the program is closed.

When should I submit a grant proposal?

The Embassy Public Diplomacy Section requires ten weeks before the start date of a program to issue relevant grant documents for awardees. Please check the Grant Committee meeting schedule for submission dates and program start dates.

What documents do I need to submit if I want to apply for a grant from the U.S. Embassy?

Please review the checklist on the Embassy's grants website as well as the Notice of Funding Opportunity, it includes all the documents required and process to submit a grant application.

What do I need to have ready before I apply for a grant?

You will need an active SAM.gov account. It can take several weeks for your account to be activated. SAM.gov is always free of charge.

Do I have to complete all of the forms listed in the announcement?

Yes. Please note that there are two versions of the SF 424 forms, one is for organizations, and one for individuals. The other forms listed in the grant announcement must be completed and submitted with your application in order to be considered for grant funding.

If my application is incomplete, may I add the missing information and resubmit?

No. There are too many applications for our staff to go through. By the time an application is identified as incomplete it will likely be after the deadline submission date. Please make sure to go over your application carefully and use the checklist provided to make sure that your application is not missing any information.

Do you have samples of the grant forms that I can refer to?

We have videos of the forms that explain how to properly complete each form. You will find the videos at this link.

How do I submit an application for a grant? By Fax, email, or mail?

We only accept email submissions. You can email your application to Ottawa-PA@state.gov.

For budget purposes do you want our full budget for the program or only the part that we would like funding for?

If you are only asking us to fund partial costs please submit only the costs you would like us to fund.

For funding under this grant program can expenditures be "reimbursed", or does the award have to be in place before the program begins?
No, expenditures cannot be reimbursed. U.S. government budget rules only allow us to consider funding items that have not yet been purchased. For example, if you have already purchased plane tickets or entered into contract agreements those costs cannot be included in your application.

Can funding be used to pay honorarium to U.S. citizens from the private sector?

Yes, as long as they are providing a service during the grant program.

Are we allowed to charge a fee for people to attend our program/event?

Yes. However, if we are funding the full cost of your program the entrance fee you charge will be deducted from the grant since it becomes program income.

We are running a competition for best project. The prize is seed-money to the winner to help with their project, is this allowed?

Unfortunately, speakers or participants funded by a U.S. government grant are not allowed to profit from the grant. Seed/prize money for a project is not allowed.

One of our speakers works for the U.S. government. Can we use U.S. government grant funds to pay her/him an honorarium?

No. We cannot pay any costs for U.S. government speakers since they are employees of the U.S. government. This would be considered a conflict of interest.

When applying for a grant, should I use my organization's officially registered name or the DBC (doing business as) name?

When completing the grant application, organizations should only use their officially registered name, they should not use the DBA name or the name under which they operate.